

Kankakee Regional Land Bank Authority
September 19, 2023 meeting minutes
County Building 189 E. Court St., Kankakee, IL 60901

1. Welcome – Meeting was called to order by Vice-Chairperson Gaines Hall at 1:31 pm
2. Pledge of allegiance
3. Roll call
 - a. Joe Nugent – Present
 - b. Matt Olszewski – Present
 - c. Gaines Hall - Present
 - d. Lisa Sanford - Present- joined at 2:36
 - e. Barbara Brewer-Watson – Present
 - f. Victor Nevarez - Absent
 - g. Brent Denzin – Present via Zoom
 - h. Scott Goldstein - Present Via Zoom
 - i. Dr. Monteale Crawford - Present
4. Approval of electronic and telephonic participation – Joe Nugent motioned to approve electronic and telephonic participation. Matt Olszewski seconded the motion. All were in favor. Motion carried.
5. Public comment –There were no public comments.
6. Approval of Prior Meeting Minutes – Joe Nugent noted to remove the word agenda from the top of the minutes and add minutes. Matt Olszewski seconded the motion. All were in favor. Motion carried.
7. Financial Review
 - a. No report was presented. Joe Nugent motioned to approve the bills for \$1104.50 for Denzin. Matt Olszewski seconded the motion. All were in favor. Motion carried. Barbara Brewer-Watson reviewed the monthly financial report. Mrs. Brewer-Watson reported that the City was not able to expend their Strong Communities Program grant this year and will close out the grant this week. Dr. Crawford reported that the County was able to expend \$18,000.00 of the County Strong Community Program grant. He also reported that the County was awarded \$480,000.00 for the second round of Strong Communities Program Grant

8. Chairperson Update

- a. No report was presented

9. Director's Report

a. Dr. Crawford reported that he is currently working with Brent Denzin on filing abandonment procedures on 8 properties. These properties have been approved for the use of the R1 SCP IHDA grant discussed in the financial report.

b. Dr. Crawford reported that during the recording process it became difficult to pay the fee's because the process to request funds for the County takes more than a month. Dr. Crawford is requesting that we start a bank account. Board discussed the process for asking for funds to be released from the County to start a bank account. Per policies and procedures the Executive Director has a spending limit of \$2,000.0 without approval. Board consensus is to have two signers on the account. Barbi Brewer-Watson advised that she would get with Dr. Crawford and schedule a meeting with Chairman Wheeler. Motion to open account for KRLBA was made by Barbi Brewer-Watson. The motion was seconded by Gaines Hall. All were in favor. Motion carried.

c. Scott Goldstein presented a strategy for acquisition, property management, and goal setting. He highlighted that the end use of any acquisition strategy is to support local government's development or land management plan. Landbanks can acquire property in unincorporated areas. He also advised to focus on properties that are unoccupied. Mr. Goldstein reported that the target uses of houses for landbanks include repair, renovation, demolition, land assembly, for sale. Landbanks can work in single family units, two to six units, multi family units, and commercial units. Managing all of these properties and their targeted uses management protocols need to be implemented. Mr. Goldstein recommended that we have a tracking system like a database, along with a system to maintain the project/process of each property and the contractors working on them. Dr. Crawford mentioned that eProperty Innovations does all of this and he would like to use this system. Scott reviewed that stabilizing properties includes boarding up properties and building inspections. He then reviewed that RFQ's can have several activities included in it. RFQ's are for qualifications and general costs of projects to help create a pool of contractors to work with in the future. An RFP is a proposal for a specific project and the costs associated with that project. Mr. Goldstein reviewed the KRLBA disposition policies and procedures. Scott suggested some milestones like completing the 8 acquisitions already in play and developing the disposition strategy for each of those properties. Create a marketing plan and budget. Begin to identify acquisition target for the SCP R2 funds just announced. Define the operational roles for the Director, Board, and Contractors. Set these goals for the above in either 1 year or two year goals and calling it a work plan. Scott advised that it will take two months to put the plan together and should have an outline of it to present at November meeting.

10. Old Business

a. Mr. Denzin reported on the status of the acquisition of the property at 217 E. Court St (Jaffe Property). He advised that they are working with Mr. Brasel (son). They have had two conversations and we haven't heard from him since. There are court dates scheduled Oct. 19 if we can't resolve this before court.

b. Brent advised that he met with the Trustee attorneys that the deed restriction has approved to be used at this week's auction. The deed restriction advises that any individual that buys property from the auction this year within the City of Kankakee has 1 year to rehab the property and bring it up to code or it reverts back to the land bank. The process for enforcement is that the land bank will use the City inspectors to inform them of the deed restriction and then follow up with them in a year.

c. 831 S. Washington we are waiting to get the \$47 to record the deed and then we can move forward with selling this property.

11. New Business

a. No new business

12. Adjournment – Gaines Hall motioned to adjourn and Matt Olszweski seconded. All in favor. Motion carried. Meeting ended at 2:55pm.

13. Next meeting is October 17, 2023 at 1:30pm in the County Board Room.

Minutes prepared by KRLBA Secretary Barbi Brewer-Watson